

Duties for Tuesday 22nd November 2011

Morning 8.20 → 8.30am

Outer Gate	Inner Gate	Playground A	Playground B
Shaheen Butt & Kris Bolt	Jagjit Kumar, John Andrews & Jon Elkon	Anna Price & Jenny Moses	Magdalena Krohn & Franck Marceteau

Break 10.15 → 10.30/10.35am

Leader	Neil Bradford
Outer Gate	Clare Muir, Mehana Semar & Marc Williams
Inner Gate & bell	Catherine Carey & Denise Galstaun
Playground A	Timothy Hemming, Jagjit Kumar, Samira Osmane
Playground by B Block	Reshma Patel
Clear B Block	Alysha Rumbelow
Entrance to B Block	Paul Middleton
Library	Amy MacLean
Entrance by Library	Annie Peart-Jackson
Clear F corridor	Susan Womersley
Student Services	Shiri Gill
Quadrangle	Zainab Maniar
Maths Stairs	Tariq Abdullah
6 th form building	Jon Elkon & Sanya Ludlow

Lunch Duties

LS1 12.00-12.45	Inder Kaur A , Amritpal Aujla B, David Walters C, John Elkon C, Tariq Abdullah D, Alan Crowe E
LS2 12.45 - 1.30	Alan Bate A , Krista Grant B, Alex Grant C, Reshma Patel C, Catherine Toms D, Sanya Ludlow E
LS3 1.30 - 2.15	Nicola Meston A , Clare Muir B, Andrew Webb C, Robyn Seward C, Shiri Gill D, Joy Spreadbury E

Early Afternoon Duty 2.15 → 2.30pm (Yr 8 team to escort pupils off site following assembly)

Leader	Alan Bate
Outer Gate & Patrol	Mehana Semar, Rekha Sabharwal & Joseph Coulter
Inner Gate	Krista Grant & Timothy Hemming
Clear Playground	Susan Womersley, Paul Nwaolise & Shaun Wills
Clear Main Building	Alex Grant & Anna Price
Clear B Block	Denise Galstaun
6th form building	Vanisha Sharma

Late Afternoon Duty 4.00 → 4.15pm

Leader	Kamal Thacker
Patrol	Nadia Habraszewski, Laura Varley & Marc Williams
Outer Gate	John Noel
Inner Gate	Bushra Begum & Richard Holden
Clear Playground	Sarah Bowles & Zainab Maniar
Clear Main Building	Shiri Gill
Clear B Block	Sukhi Bharj
6th form building	Axel Fouabi

Note: KT may alter the daily duty schedules
Year 8 lunch from 12.30 to 1.15pm extends across LS1 and LS2

Roles and Responsibilities for Lunch Duties

Curriculum Week	Monday	Tuesday	Wednesday	Thursday	Friday
LS1 12.00→12.45pm	John Noel A Sarah Horton B Axel Fouabi C Kate Darroch D Reshma Patel E	Inder Kaur A Amritpal Aujla B David Walters C John Elkon C Tariq Abdullah D Alan Crowe E	Sarah Horton A Amritpal Aujla B Reshma Patel C Anna Price D Elena Samsun E	Sarah Horton A Shiri Gill B Axel Fouabi C Binny Sharma D Alan Crowe E	Katy Reeves A Inder Kaur B Sukhi Bharj C Nicola Magner D Richard Holden E
LS2 12.45→1.30pm	Robyn Seward A Sarah Bowles B Zainab Maniar C Franck Marceteau D	Alan Bate A Krista Grant B Alex Grant C Reshma Patel C Catherine Toms D Sanya Ludlow E	Rekha Sabharwal A Shaheen Butt B Alysha Rumbelow C Paul Middleton D Jagjit Kumar E	Alan Bate A Jenny Moses B Alex Grant C Clive Austin D Samira Osmane E	Rekha Sabharwal A Amy McNicholas B Elena Sanz C Shiri Gill D
LS3 1.30→2.15pm	Nicola Meston A Joy Spreadbury B Andrew Webb C Denise Galstaun D Sukhi Bharj E	Nicola Meston A Clare Muir B Andrew Webb C Robyn Seward C Shiri Gill D Joy Spreadbury E	John Noel A Mehana Semar B Denise Galstaun C John Casey D Krista Grant E	Marc Williams A Clare Muir B Mamta Jaitley C Richard Holden D Rachpal Marass E	Marc Williams A Sarah Horton B Happy Moore C Sarah Bowles D Jon Elkon E

Staff	LS1	LS2	LS3
A	To supervise Year 8 pupils lining up by the door near the Dining Hall. Then to remain in the Dining hall until 12.30pm. Thereafter to patrol the playground. 5 minutes prior to the bell – to stand by the doors to the Maths area	To supervise Year 9 pupils lining up by the door near the stage. Then to remain in the main hall until 1.15pm. Thereafter to patrol the playground. 5 minutes prior to the bell – to stand by the doors to the Maths area.	To supervise the entry of Year 11 pupils lining up by the door near the Dining Hall. Thereafter to remain in the dining hall until the majority of pupils have left for the playground. Transfer to the playground by 2.00pm. 5 minutes prior to the bell – to stand by the doors to the Maths area.
B	To supervise Year 7 pupils lining up by the door near the stage. Then to remain in the Main hall until 12.30pm. Thereafter to patrol the playground. 5 minutes prior to the bell – to stand by the doors to the B block.	To supervise Year 10 pupils lining up by the door near the Dining Hall. Then to remain in the Dining hall until 1.15pm. Thereafter to patrol the playground. 5 minutes prior to the bell – to stand by the doors to the B block	To stand by the line of Year 11 pupils ensuring an orderly entry of pupils until 1.45. Thereafter to patrol the playground. Stand by the doors to the B Block for the last 5 minutes of the break.
C	To stand by the door to the music / library corridor for the first and last 10 minutes of the lunch break. From 12.05/12.10 to stand outside the hall to help maintain orderly lines of pupils as they enter the hall and dining hall. From 12.20pm to patrol the playground.	To stand by the door to the music / library corridor for the first and last 10 minutes of the lunch break. From 12.50/12.55 to stand outside the hall to help maintain orderly lines of pupils as they enter the hall and dining hall. From 1.10pm to patrol the playground.	To stand by the door to the music / library corridor for the first and last 10 minutes of the lunch break. At all other times to patrol the playground.
D	To stand by the door to the music / library corridor for the first and last 10 minutes of the lunch break At all other times to patrol the playground	To stand by the door to the music / library corridor for the first and last 10 minutes of the lunch break At all other times to patrol the playground	To stand by the door to the music / library corridor for the first and last 10 minutes of the lunch break At all other times to patrol the playground
E	To patrol the 6 th form building	To patrol the 6 th form building	To patrol the 6 th form building

- Member of staff denoted in bold is in charge of the lunch duty
- All staff on duty are required to clear the playground of pupils at the end of the lunch break